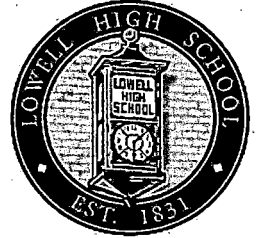




Lowell Public Schools

*Lowell High School
50 Fr. Morissette Blvd
Lowell, Massachusetts 01852-1050*



*Michael Fiato, Head of School
Jill Rothschild, Associate Head of School*

*Tel. (978) 937-8900
Fax (978) 937-8902
Email: mfiato@lowell.k12.ma.us*

March 8, 2022

Dr. Joel Boyd, Superintendent
Lowell Public School
155 Merrimack Street
Lowell, MA 01852

I am writing to request permission for LHS teacher Jill Taylor, and 8 student's members of the Lowell Chapter of Business Professionals of America to attend the National Leadership Conference from May 4 -8, 2022 in Dallas Texas. This is an overnight conference requiring permission from the Lowell School Committee. Students will miss 3 days of school for this educational trip. As the advisor, I will accompany the students who qualify at the State Leadership Conference as a culmination of their hard work during this membership year.

- Substitute coverage for One teacher will be necessary for three school days through the school professional development fund for \$570.
- Transportation to/from Lowell/Boston/Manchester for flights to Texas will be covered through LHS student's Activities; students will be required to cover the cost of their flight; the advisor flight of approximately \$350 will be paid through BPA Chapter Fund.
- The cost for One advisor registration of \$125 and 9 student's registrations of \$125 pp will be paid through BPA Chapter Funds.
- The advisor hotel for 4 nights of \$1,158.20 will be paid through BPA Chapter Funds; Two students rooms of \$2, 316.40 will be paid through the 1826 School Store.
- Students will be required to cover the cost for food and any additional tours of their choice. Additional funds raised through the chapter will helped pay the cost of food for students.


The total cost of the trip will be paid for Substitutes by Lowell Public School \$570.

Sincerely,

A handwritten signature in black ink, appearing to be "MFiato".

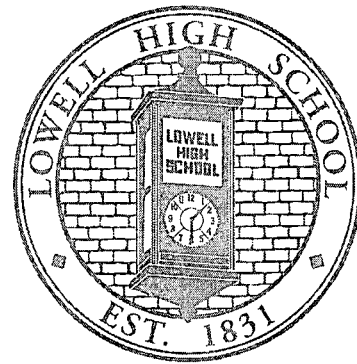
Michael Fiato,
Head of School

TO: Michael Fiato, Head of School

FROM: Jill Taylor, Business Professionals of America Advisor 

DATE March 1, 2022

SUBJECT: OVERNIGHT NATIONAL LEADERSHIP CONFERENCE FOR BUSINESS PROFESSIONALS OF AMERICA

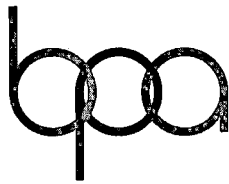


I am writing to request participation for 8 members of the Lowell Chapter of Business Professionals of America to attend the National Leadership Conference from May 4, 2022 through May 8, 2022 in Dallas, Texas. This is an overnight conference requiring permission from the Lowell School Committee. Students will miss 3 days of school for this educational trip. As the advisor, I will accompany the students who qualify at the State Leadership Conference as a culmination of their hard work during this membership year.

- Substitute coverage for ONE teacher will be necessary for THREE school days through the school professional development fund
- Transportation to/from Lowell/Boston/Manchester for flights to Texas will be covered through LHS Student Activities; students will be required to cover the cost of their flight; the advisor flight of approximately \$350 will be paid through BPA Chapter funds
- The cost for ONE advisor registration of \$125 and 9 student registrations of \$125 will be paid through BPA Chapter funds
- The advisor hotel for 4 nights of \$1,158.20 will be paid through BPA Chapter Funds; TWO student rooms of \$2,316.40 will be paid through The 1826 School Store.
- Students will be required to cover the cost for food and any additional tours of their choice. Additional funds raised through the chapter will help defray the cost of food for students.

The following are objectives of BPA's National Leadership Conference:

1. Participate in educational seminars and workshops.
2. Hear nationally prominent speakers.
3. Elect national student officers.
4. Compete in the Workplace Skills Assessment Program.
5. Participate in general assemblies designed to conduct the business of Business Professionals of America.
6. Engage in leadership development and community service programs.
7. Immerse students in cultural enrichment of the host location through activities and tours.
8. Collaborate through networking opportunities with business professionals and peers from across the country.



**BUSINESS
PROFESSIONALS
of AMERICA**

**Giving Purpose
to Potential**

March 1, 2022

To Whom It May Concern,

This letter is to congratulate and inform you that Lowell High School is recognized as an outstanding chapter in Business Professionals of America's 2021-2022 Virtual Events. This year BPA experienced record registration numbers in all ten (10) National Virtual Events and to be considered as a top individual/team competitor means that a tremendous amount of hard work and dedicated was completed over multiple months of competition.

Kenneth Chap (00018487) is recognized for their high-ranking performance and is formally invited to the 2022 BPA National Leadership Conference (NLC) in Dallas, Texas (May 4-8, 2022) as a Top Ten (10) competitor in V05 - Mobile Applications - S.

During the 2022 NLC, the Top Ten (10) Virtual Event Finalists will gain the experience of a lifetime through a dynamic platform of personal and professional growth activities: including but not limited to:

- Unique opportunity to compete for Best-in-Show Awards during the 2022 National Showcase
 - A four (4) hour experience that allows all conference attendees to interact with each of the Top Ten (10) Virtual Event competitor(s)/team(s)
 - Exhibit booths are provided to each Virtual Event finalist and an industry panel of judges will determine the Best-in-Show for each of the ten (10) Virtual Events using an additional scoring rubric.
- Engage with innovative professionals during the National Showcase Business Panel
 - A one (1) hour experience where BPA members ask questions to high-stake industry representative from American and United Airlines, Google, Disney, popular hotel brands, and more!
- Compete on-site in over ten (10) National level Open Event competitions
- Be Recognized on stage during the Grand Awards Session
- Earn multiple Industry Certifications in the Certiport and Precision Exam certification labs
- Participate in the Leadership Passport Program

Your continued support of the BPA Members listed above is crucial to their professional development/future success and thank you for supporting their attendance at the 2022 NLC. For more information regarding the 2022 NLC, please visit: <https://www.bpa.org/nlc>. Please do not hesitate to contact me directly at (989)-714-7572 or pschultz@bpa.org.

Lead on my friends,

Patrick Schultz
Director of Education and Technology Integration

Go Beyond Your Limits in Dallas, TX, May 4-8, 2022!

The 2022 Business Professionals of America National Leadership Conference is the culmination of your hard work throughout the membership year. Taking place May 4-8 at the Hilton Anatole in Dallas, TX, thousands of your peers from around the country will gather over four exciting days of competitions, leadership development sessions, Executive Council elections, tours, a national Day of Service, Walk for Special Olympics and more.

Whether it's through Workplace Skills Assessment Program contests, running for executive office, participating in the Leadership Passport Program, being an NLC Intern or Volunteer, receiving the Ambassador Torch Award, or participating in elections, there are many ways to qualify for the 2022 National Leadership Conference.

This NLC Conference Preview Guide is designed to familiarize you with the 2022 National Leadership Conference and all it has to offer. The Guide includes information about events, sessions and activities at NLC, as well as registration instructions, information and more.

Conference Objectives

The following are objectives of BPA's National Leadership Conference:

1. Participate in educational seminars and workshops.
2. Hear nationally prominent speakers.
3. Elect national student officers.
4. Compete in the Workplace Skills Assessment Program.
5. Participate in general assemblies designed to conduct the business of Business Professionals of America.
6. Engage in leadership development and community service programs.
7. Immerse yourself in cultural enrichment of the host location through activities and tours.
8. Collaborate through networking opportunities with business professionals and peers from across the country.

Qualify

In order to attend the National Leadership Conference, a participant must be a registered BPA member in good standing and be approved for attendance.

All students must attend the National Leadership Conference with an approved chaperone. Additionally, a member must qualify for the conference in at least one of the following ways:

1. By finishing high enough in a State WSAP Competitive Event. Contact your State Advisor for information on regional and state conferences where WSAP contests take place.
2. Be a local, regional, or state officer.
3. Represent your state as a voting delegate for your division.
4. Be involved in an Executive Officer campaign either as a candidate or otherwise actively involved.
5. Earn an Ambassador Torch Award or BPA Cares Award.
6. Participate in the Leadership Passport Program and/or National Volunteer & Internship Program.
7. Be involved in the NLC in a manner which is purposely planned by the BPA member and local advisor.

As you can see, attending NLC is not limited to simply winning your competitive event. Don't miss your chance to Go Beyond Your Limits to be a part of this year's National Leadership Conference in Dallas, TX!

Health & Well-Being

Business Professionals of America welcomes you back to an in-person National Leadership Conference! In an effort to host a safe event, please follow the event's well-being protocols below to help prevent the spread of COVID-19.

Attendee Requirements

Wear a Mask

All attendees are required to wear a mask in all indoor spaces at the 2022 BPA National Leadership Conference. Masks must be worn over the nose and mouth by everyone. The mask requirement includes during competitive events, in hotel and conference public spaces, on BPA chartered buses/transportation, and during all BPA activities and events.

Exceptions to the mask-wearing requirement are when the individual attendee is 1) actively eating or drinking, 2) in their hotel room, or 3) outdoors and socially distanced from others. Official conference speakers, such as the Keynote speaker and workshop presenters, may remove their masks when addressing the audience and remaining socially distanced.

Stay Back If You're Sick

Attendees should not attend the conference if they are experiencing or exhibiting any COVID-19 related symptoms, or if they have become recently exposed to a person with a positive and confirmed case of COVID-19 within 10 days of travel. Advisors with an attendee in this situation should contact the National Center to discuss further options.

Any attendee experiencing symptoms of and/or testing positive for COVID-19 during NLC should immediately leave the event and quarantine in their hotel room away from other attendees. Advisors with an attendee in this situation will need to contact the Competitive Events Headquarters to discuss options pertaining to competitive event participation and next steps.

Note: Any attendee who is known to have COVID-19 is not permitted to travel by air or any other method of public transportation. Alternative transportation to leave NLC must be arranged in coordination with the attendee's parent/guardian (if applicable).

Attendee Recommendations

Follow Local Guidelines

Discuss the details of your chapter's attendance with your local school and/or district administration. The established guidelines and mandates at your school should serve as a baseline of the rules you must follow when traveling to, from and throughout the National Leadership Conference. This conversation will help to prepare the chapter for registration, as your administration may determine who may travel and how, as well as the number of individuals who may share a hotel room, etc.

Get Vaccinated

The Centers for Disease Control and Prevention (CDC) and Dallas County Health and Human Services both say that the best way to prevent the spread of COVID-19 is to get the vaccine. Everyone ages 5 and up are eligible to receive the vaccine, which is free and widely available.

Test for COVID-19

Attendees should get a COVID-19 test 1-3 days prior to leaving for NLC in Dallas. If the test results are positive, and/or if an attendee experiences any COVID-19 related symptoms, they should not travel to NLC. Attendees should also test for COVID-19 after returning from NLC and self-quarantine if experiencing any symptoms.

Social Distance

Within the capacity of the conference spaces, events at NLC have been reconfigured to promote social distancing. All attendees should practice social distancing to the extent of their comfort level while at NLC.

Wash/Sanitize Hands Frequently

Attendees should clean their hands often to help prevent the spread of and protect themselves from COVID-19. This can be done by washing hands often and/or using a hand sanitizer with at least 60% alcohol. The conference hotels will have hand sanitizer stations readily available, however, attendees should bring personal bottles of hand sanitizer for times when it is not available, such as during travel.

Color Interaction System

To help attendees facilitate better networking, and to understand how to approach and interact with others, a green, yellow, and red color interaction system will be utilized. Attendees will choose their interaction color based on their personal comfort level and place the corresponding colored sticker on their attendee name badge.

- **Green:** Handshakes and hugs are welcome.
- **Yellow:** Elbow bumps only; I'm a bit cautious.
- **Red:** My bubble is still 6 feet.

Note: There may be circumstances during the conference where it might be a challenge to practice these interactions. We kindly ask attendees to actively look for the color indicator and be conscious of how to approach others.

LHS Field Trip Request Form
(Must be turned in 4 weeks in advance)

A trip is considered an official Lowell High School Field Trip when it is connected to any LHS class, student activity, club, sport or special program whether they occur on a school day or on a weekend.

Name of Staff Member making the request: Jill Taylor Date of Request: 3/7/2022
Business Professionals of
Class or group attending: America Description of field trip and how it relates to the curriculum:
National Leadership Conference, Dallas, Texas

Date of Trip: 5/4/22 Time of Departure: 4am Time of Return: _____ in state ☒ out of state

No. of Students: 8 No. of Chaperones: 1 Type and number of vehicles: 1 Bus Approx. Mileage _____

There should be at least one chaperone for every 20 students. Names and cell-phone numbers for chaperones:

Jill Taylor 508.451-3056

No. of substitutes requested 1 Coverage is needed for ☒ Full Day (OR) _____ Specific Periods (list) _____

Charges to Student
(per person)

Charges to School Department
(per person)

Covered by other Funding
(specify grant or other source)

Transportation: 300-flight

Entry Fees: _____

Meals: 200-

Other: _____

Bus to/from student
Airport Activities

\$125pp → BPA Chapter
Hotel + Funds

1158, 20 - BPA
2316.40 - The 1826

Please list any previous field trips you have taken this school year by date and description:

UML Day Maker space

You are required to meet the following conditions:

- Obtain parental and teacher permission
- Provide a list to Data Processing of students attending (48 hours prior to the field trip)
- Meet all requirements of the field trip site you are going to
- File a post-trip report to your department chair and the Head of School if requested
- Ensure that students have a post-field trip instructional follow-up if the field trip is classroom-based and academic in nature
- Arrange for students to be returned to LHS or home

Reviewed by Department Chair: [Signature]

Date: 3-8-22

Approved by Head of School: [Signature]

Date: 3-8-22

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A
WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

ALLOW 4 WEEKS FOR PROCESSING

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

Please fill out all provided fields to avoid any delays of the approval process~

REMIT TO: CURRICULUM OFFICE

Name of Staff Member: Jill Taylor

School Lowell High Grade Level: 9-12 Subject: Business

Workshop Title: National Leadership Conference

Organization/Department Presenting Workshop: BPA Cost: _____

Date(s) of Workshop: Wednesday May 4 - Sunday May 8, 2022

Substitute Coverage Needed? No Yes (Please circle one)

If Para is to serve as the coverage, indicate Para's name here: _____

In State ()

*Out of State X

*Overnight X

(Please ☒ one)

** Letter to the Superintendent of Out of State/Overnight attached **

Signature of Applicant: Jill A. Taylor Date: _____

Signature of Approval by Principal: [Signature] Date: 3-9-22

Please provide source of funding, account number and/or grant name, and number for workshop and substitute

<u>Funding Source</u>	<u>Workshop</u>	<u>Substitute</u>	<u>Initials of Approval Department</u>
Title I School			
Title I District			
Individual School Fund #		<u>✓</u>	<u>RH</u>
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.)			

Signature of Central Administrator: _____ Date: _____

Sub Reserved: _____ Date: _____

Request Denied by: _____ Date: _____

*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.

Lowell High School Field Trip Notification

Student Name: _____ ID: _____ House: _____

Field Trip Date: May 4, May 5, May 6

Departure Time: 4am Return Time: Sunday May 8

Field Trip Destination: Dallas, Texas

Teacher/Advisor: Jill Taylor Date Issued: 3/7/22

Parent/Guardian Permission and Signature

A class trip has been arranged for your child to the destination outlined above. Please sign below if you grant permission for your child to attend. Students will be supervised.

Parent Signature: _____ Date: _____

Teacher Permission and Initials

This trip has been arranged as part of the course content or activity at LHS for:

Business Professionals of America

Please initial below to indicate if this student has permission to attend the field trip during your class. Please mark it as a field trip in your attendance records. If this student has excessive absences, or is in danger of failing, please indicate the reason for the denial.

Advisory	_____	Yes _____ No _____	Reason: _____
Period 1	_____	Yes _____ No _____	Reason: _____
Period 2	_____	Yes _____ No _____	Reason: _____
Period 3	_____	Yes _____ No _____	Reason: _____
Period 4	_____	Yes _____ No _____	Reason: _____
Period 5	_____	Yes _____ No _____	Reason: _____
Period 6	_____	Yes _____ No _____	Reason: _____
Period 7	_____	Yes _____ No _____	Reason: _____

NRT BUS
16 COMMERCIAL DR.
DRACUT, MA 01826
Phone.-978-788-6249 / Fax 978-746-8912
Request for Bus Transportation

Date Requested for Bus: May 4 / May 8, 2022
Number of Buses: 1 Number of passengers: 9

Pick up Location: Lowell High School
50 Fr. Morissette Blvd
Lowell, MA 01852

If Specific Area, please note: _____

Pick up Time: 4am Wednesday Return Time: 12pm Sunday
Destination Location: Logan Airport

Name of the requestor: Jill Taylor

Date of request: 3/7/2022

Signature of requestor: Jill Taylor

Phone #: 978-446-7474

Fax #: 978-937-8902

Responsible Party for Billing: Student Activities

Billing Address _____

P.O # _____

Special Notes: _____

Please scan form to Kim to charters@nrtbus.com . You will receive this form faxed back with a confirmation number and pricing. Email confirmation to: jgeoffroy@lowell.k12.ma.us

Confirmation # _____

Price per bus _____

Name of North Reading Employee _____

Date _____

Lowell Public Schools: _____
OVERNIGHT FIELD TRIP CHECKLIST

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools.

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Head of School and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

- X The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip.
- X The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address.
- X The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.
- X All proposed field trips must have the approval of the school building administrator.
- X All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee.
- X Each student who goes on a field trip must have written parental permission.
- X Enough supervision must be provided so that discipline on the trip is effective.
- X All trips must be well planned, properly timed, and related to regular learning activities.
- X All Chaperones/other adults MUST be coded. Please list chaperones that are attending:
- Narie Seng

Signature of Head of School: _____

Date: 3-9-22

Signature of Central Administrator: _____

Date:_____.